

## Alton Highway Policies and Regulations

### Section 7. DRIVEWAYS

7.1 It shall be unlawful to construct or alter any driveway or the approach to any driveway within the limits of any Town right-of-way without a written permit issued by the Highway Agent. No work shall be permitted prior to a permit being issued.

7.2 An application for a driveway permit is contained in Section 16 of these policies and regulations. Any person seeking to install or alter a driveway shall complete said application in full and attach a drawing(s) which depicts the location, drainage structures, traffic control devices, grades and elevations, type of surface material(s) and any other pertinent information as may be applicable. Each application shall also include payment in full as described in Section 14.

7.3 An applicant for a driveway permit shall agree to indemnify, save harmless and defend the Town of Alton from any and all legal or other claims that may be made against the Town as a result of the issuance of a driveway permit.

7.4 No driveway permit shall be issued when, in the opinion of the Highway Agent, the permit may result in an unsafe condition due to visibility or other hazard(s).

7.5 No driveway shall be constructed or altered which has a traveled way that is greater than forty feet (40') in width within the Town right-of-way.

7.6 All driveways which intersect with a Town right-of-way shall be required to meet the following standards:

- (a) Driveway design shall conform to the recommended criteria as set forth upon inspection by the Highway Agent, in accordance with standards *developed by the New Hampshire Department of Transportation.*
- (b) Road intersections shall be ninety degrees (90 ) whenever possible (measured from centerline to centerline). Under no circumstances shall an intersection be constructed at a horizontal angle of less than sixty degrees (60 ). Intersection grades shall not exceed two percent (2%) for distance of fifty feet (50') from the intersection of the edges of pavement when measured along the centerline of the traveled way. The Highway Agent may allow slopes to exceed five inches (5") per ten feet (10') at road intersections under extenuating circumstances.

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- (c) Curve radii at street intersections shall not exceed twenty-five feet (25).
- (d) Sight distances at horizontal, vertical and intersection locations shall conform to recommended criteria as set forth by the Highway Agent in accordance with standards set forth by the American Association of State Highway and Transportation Officials (AASHTO).
- (e) It shall be unlawful for any person to cause running water or surface water run-off to enter upon a Town highway. Whenever a driveway is installed or altered, surface water, (whether natural flowage or a result of surface run-off), must be directed away from the Town highway traveled way by means of proper grading and/or installation of a culvert(s). Culverts shall consist of pipes made of smooth bore polyethylene or aluminum or ductile iron or reinforced concrete. All pipe connections must be sealed in accordance with specifications as set forth by the manufacturer. The minimum diameter shall be twelve inches (12"), except when larger pipes are required by the Highway Agent. The minimum amount of cover shall be two feet (2') from top of pipe. Pipe inlets shall be constructed to minimize circumvention; (headwalls are required); Pipe outlets shall be constructed so as to prevent water flow and other soils from entering upon a Town Highway at all times. NOTE: The Town of Alton is not responsible for any expenses associated with the installation, maintenance or repairs to culverts or any other privately owned objects that are located within the Town's right-of-way.
- (f) Erosion shall be controlled at all times (but especially during construction) in accordance with the "Erosion and Sediment Control Design Handbook for Developing Areas in New Hampshire" prepared by the USDA Natural Resources Conservation Service (formerly the Soil Conservation Service). Drainage slopes which exceed a five percent (5%) grade shall require permanent erosion control mechanisms which have been approved by the Highway Agent. Back slopes of drainage ditches should not be steeper than 2:1.
- (g) Driveways shall be constructed to ensure the structural integrity of the edge of pavement at the intersection with a Town road is maintained. In the event of pavement deterioration due to a driveway, the permit holder or owner of the lot shall be responsible for repairs to the satisfaction of the Highway Agent.

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- (h) Only one improved driveway entrance per lot shall be permitted. Additional driveways shall not be permitted, but other unimproved driveways may be allowed in their natural state (no alterations whatsoever) if pre-existing prior to the issuance of a building permit or a subdivision approval (as shown on a plat), whichever comes first.
- (i) The Highway Agent may waive any of these conditions not deemed to be essential for public safety.

7.7 The Highway Agent shall review a driveway permit application which meets all of the requirements in Section 7.2 and shall render a decision to approve or deny within fourteen (14) days. A denial shall include specific reasons and any recommendations which may result in subsequent approval. An approval may include any other terms and specifications as the Highway Agent may deem necessary for public safety. Completed Driveway Permit applications may be mailed or dropped off at the Town Hall.

7.8 Whenever a driveway permit is approved which may cause a private road to be obstructed or rendered impassable, it shall be expressly understood that said permit is granted based upon the representations of the applicant that there are no adjoining property owners or users of an existing right-of-way which may be abandoned or altered who have any legal interest in and to its continued use. The Town of Alton is not responsible for providing any access to property over private roads or portions of a right-of-way not generally used for travel. In the event a driveway permit is issued, the Town of Alton has no liability or duty to restore said access.

7.9 In the event it is determined by a court of competent jurisdiction that other persons have an interest in the continued use of an existing driveway, private road, or right-of-way, and that said interested persons have been harmed by the issuance of a driveway permit, then said permit shall be automatically revoked and the applicant or heir thereto shall return the driveway, private road, or right-of-way to its original condition.

7.10 A driveway which is constructed or altered in such a way as to not be in compliance with all of the terms and specifications of an approved permit shall be deemed to be installed or altered without a permit.

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7.11 The Code Official shall not issue a Building Permit to any person unless a valid driveway permit has previously been obtained or a permit is issued under this Section.

7.12 Driveway permits shall not be issued which violate the provisions of the Town's Zoning Ordinance or any other applicable land use rule, regulation, law, etc. Every dwelling and lot must be provided with a separate means of access which is located solely on that property.

7.13 No structures, buildings, asphalt, recreation facilities, permanent or portable signs, lights, poles, posts, gates, displays, fences, walls, shrubs or other objects shall be installed within a Town right-of-way unless specifically authorized by the Highway Agent. No permit shall be required to install a mail box or newspaper box, however, it shall be expressly understood the Town has no liability whatsoever for damages to any objects located within a Town right-of-way, whether permitted or not.

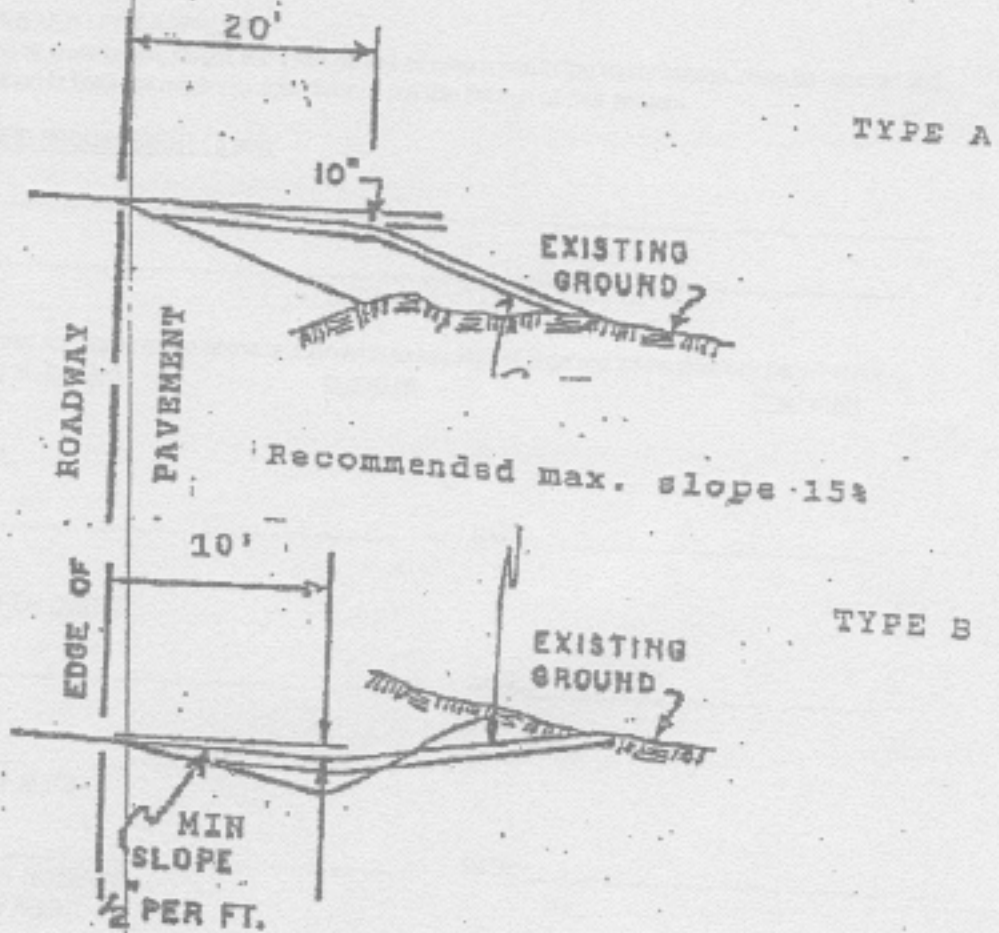
7.14 The penalty for a breach of Town Highway Policies and Regulations as relating to Driveway Permits shall be a violation (subject to criminal prosecution) and liability for the cost of restoring the Town right-of-way to a condition satisfactory to the Highway Agent. In the event of an immediate hazard, the Highway Agent shall take whatever action is deemed necessary to eliminate the hazard, to include removal of pavement, trees, soil, vegetation or other structures and the installation of ditches.

7.15 In the event the Highway Agent is unavailable to fulfill the responsibilities under this Section, he/she may authorize the Highway Working Foreman or some other Highway Department Employee to act as a designee for the purposes of issuing driveway permits in accordance with the rules and regulations enumerated herein.

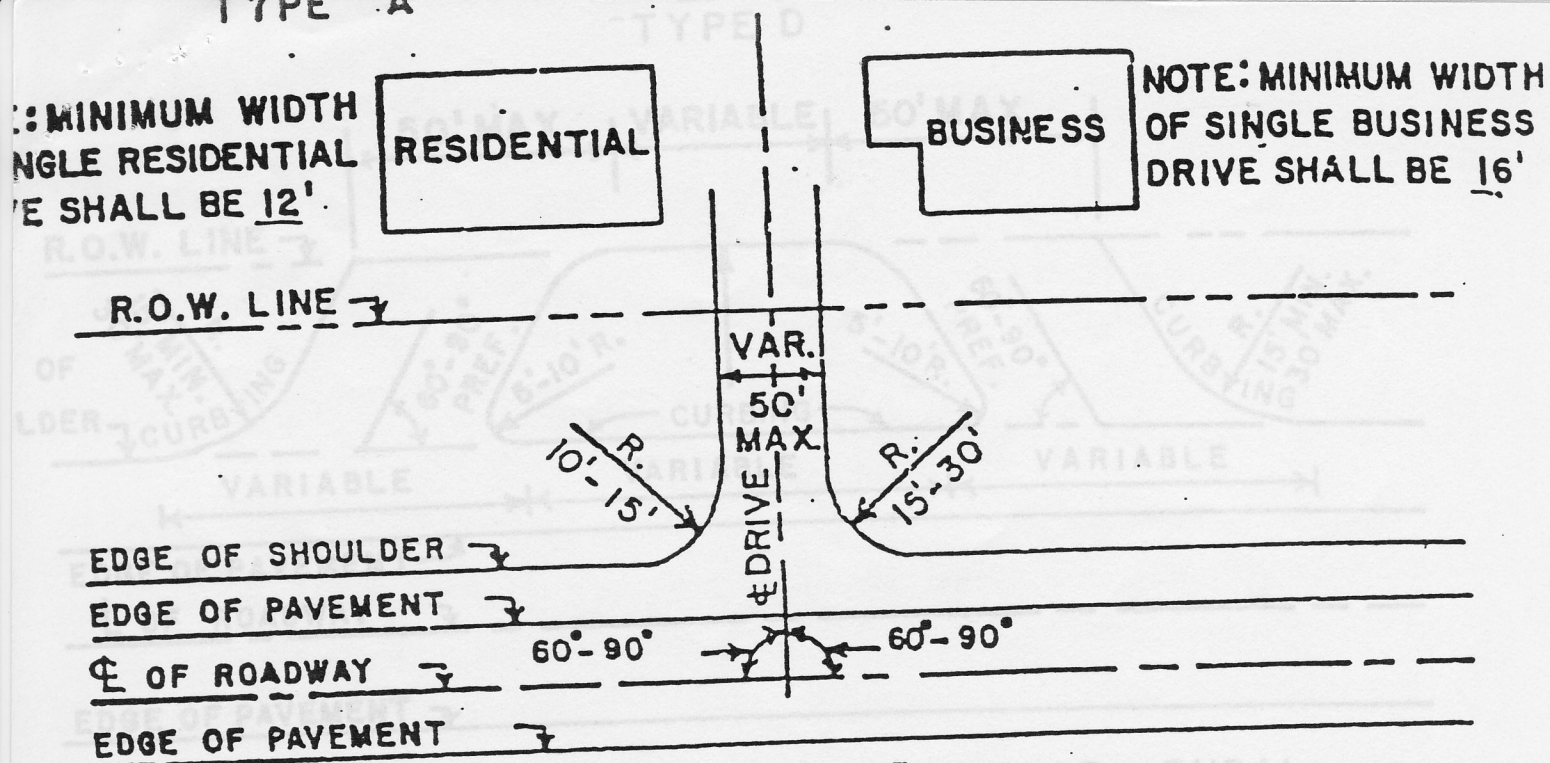
Applicant \_\_\_\_\_  
 Road Name \_\_\_\_\_  
 Tax Map \_\_\_\_\_ Lot \_\_\_\_\_  
 Subdivision \_\_\_\_\_

# Town Of Alton

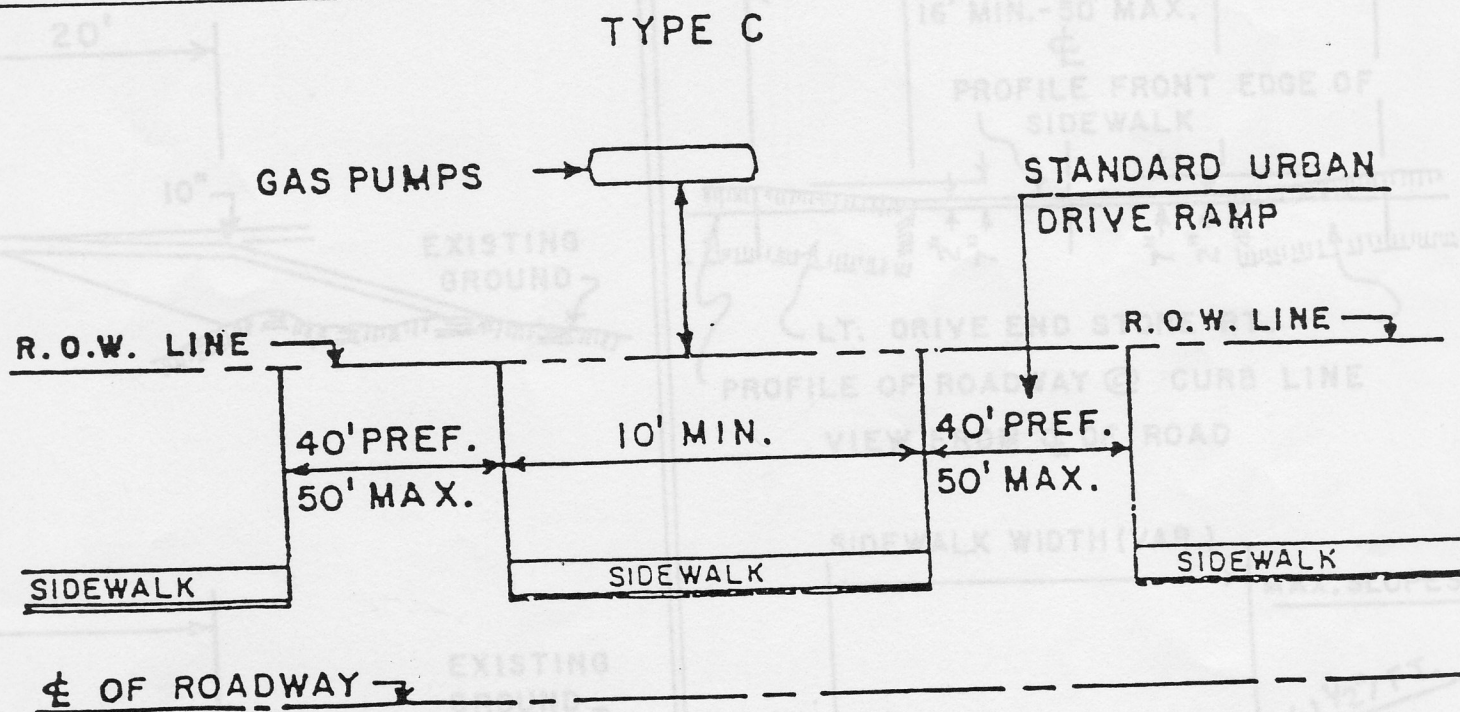
## DRIVEWAY PROFILE



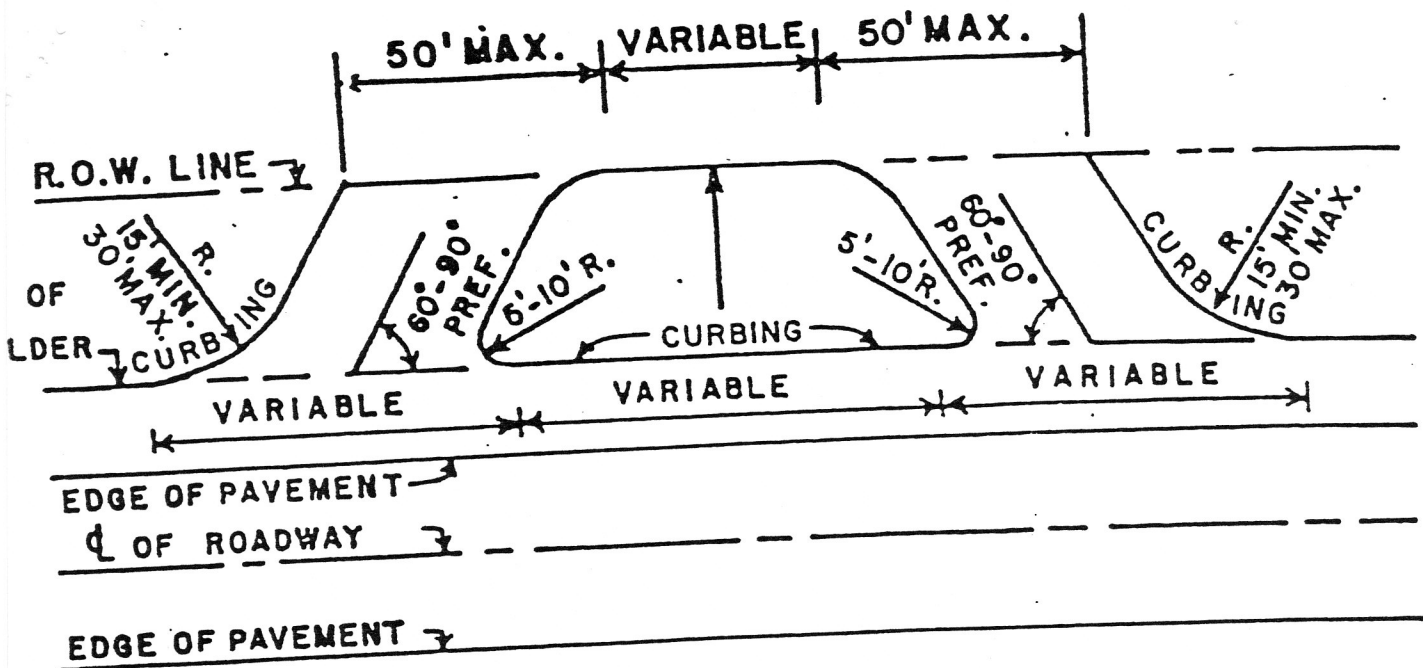
The profiles may vary as required for sidewalks, culverts, etc., as approved by the Director of Public Works.



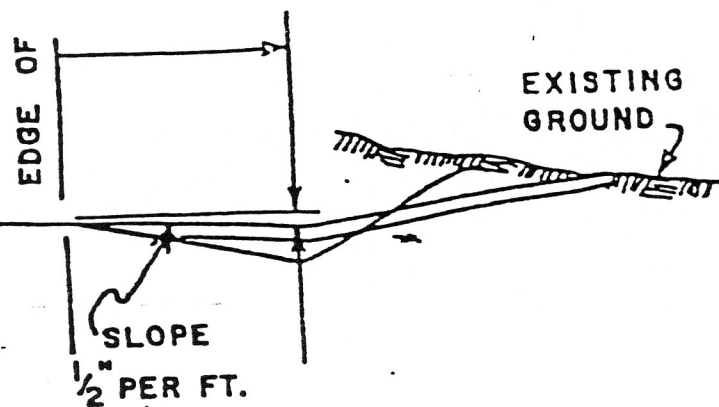
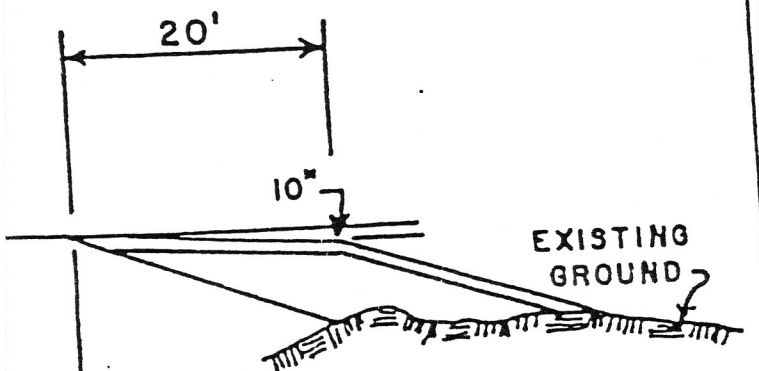
# SINGLE RESIDENTIAL OR BUSINESS DRIVEWAYS — RURAL



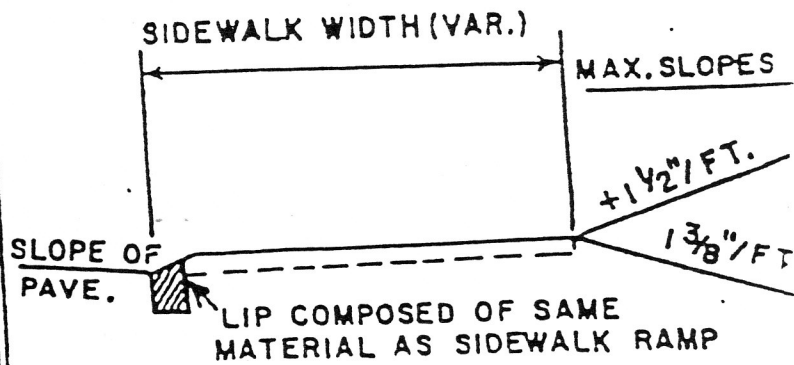
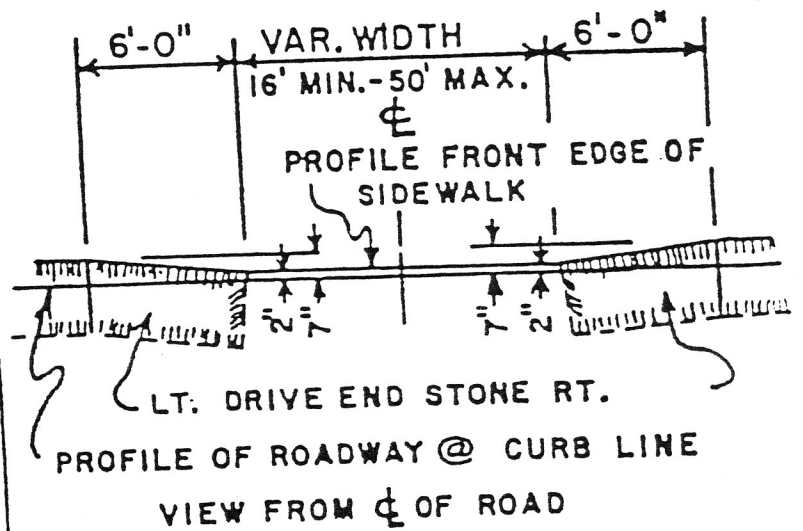
# RESIDENTIAL OR BUSINESS ENTRANCE — URBAN



RESIDENTIAL OR BUSINESS ENTRANCE - RURAL



DRIVEWAY PROFILE - RURAL



CROSS SECTION ALONG CL OF DRIVE

STANDARD URBAN DRIVE RAMP